

- MANDATORY REQUIREMENTS – [FOR CENTRAL PURCHASING (CPD) EXEMPT SPENDING UNITS]

FLEET MANAGEMENT OFFICE

2101 Washington Street, East

P.O. Box 50121

Charleston, WV 25305-0121

FAX: (304) 957-0198

Toll Free: 855-817-1910

EMAIL: fleet@wv.gov

SPENDING UNIT PURCHASING A VEHICLE

REQUEST FOR ASSIGNMENT

Requests by spending units for vehicle assignment will be submitted to FMO using either DOA-FM-005, Fleet Vehicle Request or DOA-FM-009, Fleet Permanent (one-year or more) Increase Request. All fleet-related requests must be routed through the SUFC, spending officer, assigned cabinet secretary (or equivalent); or assigned constitutional officer or designee prior to transmission or delivery to FMO. Forms should be transmitted or submitted at least 90 days prior to the need for the vehicle, when practical.

Requests may contain original signatures; may contain certified digital signatures; or may be unsigned when other methods are used to document approval, such as a supporting email or cover letter/memorandum. In cases where either the assigned cabinet secretary or assigned constitutional officer is not available for signature or has authorized delegation of authority, each request must contain the following statement: "I have been delegated authority to approve fleet-related requests by my assigned [cabinet secretary] [constitutional officer]."

VEHICLE REQUEST FORM DOA-FM-005

The FMO will review the DOA-FM-005, Fleet Vehicle Request and approve, disapprove, or request additional information within five (5) business days from receipt.

A purchase order number is not required for spending units requesting to: 1) lease vehicles from the FMO or 2) are requesting FMO to finance and lease vehicles to the spending unit.

For spending units requesting to purchase vehicles outright using statutorily authorized purchasing methods, the following documents are required:

PERMANENT (One-year or more) INCREASE TO FLEET REQUEST DOA-FM-009

This form is required if you do not have a vehicle to decommission or retire.

The FMO will review the DOA-FM-009, Fleet Permanent (one-year or more) Increase Request and endorse as appropriate; or return to spending unit for additional information. Once approved, the spending unit will be provided an annotated copy of the completed DOA-FM-009.

Upon receipt of the annotated DOA-FM-009, spending units will:

Attach and return the following documents to FMO for final endorsement, return to the spending unit, and continued processing:

DOA-FM-009, Fleet Permanent (one-year or more) Increase Request
Purchase Requisition or Order

BILLING CODES: For vehicles that are funded using multiple sources (Federal, State Restricted, Other, etc.), indicate the billing codes and apportionment percentage for each fund type if multiple-line billing is required.

FUNDING: Indicate the funding source/s for the vehicle. This data will ensure proper continued fiscal accountability required by Federal Code, Rules, Regulations and West Virginia Code throughout the vehicle life-cycle (commissioning through decommissioning).

DESIRED VEHICLE OPTIONS FOR MOTOR VEHICLE STATE-WIDE CONTRACT: Only provide options which have an additional cost over the base contract.

- **COLOR:** If you do not select a color for the new vehicle, FMO will select it for you.

ASSET MANAGEMENT AND INSURANCE: Agencies remain responsible for inputting asset management information contained in agency-administered asset management legacy programs and insurance systems administered by the Board of Risk and Insurance Management (BRIM).

VENDOR RECEIVING THE PURCHASE ORDER

INVOICES

All invoices must be received the same day the vehicle is delivered and should be hand carried to the address indicated on the "invoice to" section of the purchase order, release order, or other procurement, acquisition, or leasing agreement used by the agency.

DOCUMENTATION

GENERAL: All documentation (Title Application, Certificate of Origin, Delivery/Odometer Statement, Lease Agreement, etc.) must read: "NAME OF SPENDING UNIT."

DELIVERY

PRIOR TO DELIVERY: All vehicle identification numbers (VIN) must be supplied to the Fleet Management Office by email, referencing the purchase order, release order, or other procurement, acquisition, or leasing agreement number, the year, make, model, and color of each vehicle to our email fleet@wv.gov . This information must be received – ten (10) working days prior to the delivery of each vehicle.

ON DELIVERY: All documentation (Title Application, Certificate of Origin, Delivery/Odometer Statement, Lease Agreement, etc.) in original form must be mailed or hand carried to:

Department of Administration
Fleet Management Office
Capitol Complex, Bldg 17
2101 Washington Street, East
P.O. Box 50121
Charleston, WV 25305-0121

FLEET MANAGEMENT OFFICE

UPON RECEIPT OF DOCUMENTATION

Fleet Management Office will:

Perform the title, tag, and registration process.

Enroll the vehicle in fuel, roadside assistance, maintenance (if appropriate), and other fleet-related programs.

Schedule post-procurement, Fleet Management Office-funded, vehicle enhancements (automatic vehicle location, drive cam, rear facing camera system, fuel management system, etc.).

Establish an appointment to meet with agency designated representative and/or vehicle driver to issue vehicle-specific Operating Manual, Fuel Card, and Maintenance ID Card, Proof of Insurance, complete Lease Agreement DOA-FM-007, Fleet Duty Appointment, DOA-FM-006, etc.

DELIVERY REQUIREMENTS

DELIVERIES **NOT** MADE TO WEST VIRGINIA SURPLUS PROPERTY

All vehicles must be delivered to the “ship to” section indicated on purchase order, release order, or other procurement, acquisition, or leasing agreement.

Vendors **must** contact FMO BEFORE vehicles can be delivered by calling the toll-free number listed.

DELIVERIES MADE TO WEST VIRGINIA SURPLUS PROPERTY

The vendor must receive prior approval from Surplus Property to deliver vehicles. The delivery request must be made at least – five (5) – working days in advance. Surplus property will accept a maximum amount of – 20 – vehicles per day and no deliveries will be accepted after 3:30 p.m.

West Virginia Surplus Property Unit
2700 Charles Avenue
Dunbar, WV 25064

SURPLUS PROPERTY CONTACT INFORMATION

Doug Elkins, Vehicle Coordinator
Telephone: (304) 766-2626
Fax Number: (304) 766-2631